

**Nottingham City Pétanque Club  
CONSTITUTION 2016**

**1. NAME**

The Club shall be called **Nottingham City Pétanque Club**, hereinafter referred to as “The Club” and may also be known as NCPC.

**2. AFFILIATION**

The Club shall be affiliated to the English Pétanque Association (EPA) and through this national governing body, to the Fédération Internationale de Pétanque et Jeu Provençal (F.I.P.J.P.) and the Confédération Européenne de Pétanque (C.E.P.) and shall comply with all of their policies, guidelines and byelaws.

**3. AIMS & OBJECTIVES**

The aims and objectives of The Club will be to: -

- a. Promote and play the sport of pétanque.
- b. Raise public awareness of pétanque, providing a source through which interested parties can seek information about the sport.
- c. Offer coaching, instruction, social and competitive opportunities for the benefit of its membership.
- d. Manage The Club’s playing facility in Valley Road Park, Nottingham or any other location that the Club shall subsequently move to or add to the Club facilities.
- e. Provide opportunities and services in a way that is fair to everyone regardless of gender, race, age, disability, ethnicity, sexual orientation, religion or other beliefs, as per the EPA Equity Policy.

**4. MEMBERSHIP**

- a. Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in pétanque, and shall not be unreasonably restricted or withheld.
- b. All new membership is subject to a probationary period, that being until such time as the application is ratified at the next scheduled Committee Meeting.
- c. The Club shall consist of an unlimited number of members.
- d. The Club shall make a list of members and their addresses to be kept by the Secretary. This will be available for inspection if so requested by the members of The Club, but in all other regards shall be kept confidential, as required by the Data Protection Act.
- e. All members, upon accepting membership, agree to abide by the Constitution of The Club.
- f. Members will be enrolled in one of the following categories: -
  - Full Member
  - Family Membership
  - Student Member
  - Junior Member [under the age of 18 years at date of joining]
  - Life Member
  - Honorary Member
- g. The Club and its members shall participate in various events, leagues and competitions, subject to the rules and conditions of those competitions etc., noting that certain of those competitions may require those taking part to be EPA Licence holders.

**5. MEMBERSHIP FEES**

- a. Membership fees shall be proposed by The Club’s Committee for acceptance at an Annual General Meeting (AGM).
- b. The membership year runs from 1<sup>st</sup> January until the 31<sup>st</sup> December.
- c. Membership fees fall due on 1<sup>st</sup> January in each year and are payable to the Club Treasurer. Members joining after 1<sup>st</sup> July shall pay half of the annual subscription.
- d. The Club Committee may propose other charges or subscriptions for acceptance at an AGM, or Extraordinary General Meeting (EGM) to come into effect in the following financial year.

**6. MANAGEMENT AND COMMITTEE**

- a. The affairs of The Club shall be conducted by a Committee, which shall consist of Officers and Ordinary Committee Members. The Club Officers will be a Chairperson, a Secretary, a Treasurer and a Club Captain. In addition there shall be up to four Ordinary Committee Members who shall occupy other named positions as required. The Committee shall each year at their first meeting after the AGM, elect from among them a Vice-Chairman. All Officers and Committee members must be full members of the Club.
- b. As per the EPA Constitution and Rules item 6.3, all Officers and Committee members shall be and remain members of the Association. At the end of each financial year, each Committee member shall be gifted an honorarium equivalent to the cost of the annual EPA membership fee, unless, during that membership year, they have participated in an EPA sanctioned event or competition, in which case they shall be gifted 50% of the EPA membership fee.
- c. Junior members shall not have the right to vote at meetings.
- d. The Committee shall act for the members and be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- e. Meetings of the Committee shall be convened by the Secretary, to an Agenda coordinated by the Chairperson, and the Committee shall meet at least quarterly.
- f. The quorum necessary for the transaction of business at Committee meetings shall be four present and eligible to vote.
- g. Every decision at a meeting of the Committee shall be determined by simple majority of the members present and voting, every member having one vote. In the event of an equality of votes, the Chairperson of the meeting shall have a casting vote.
- h. Interpretation of the Club Constitution shall be vested in the Committee, who shall decide all questions relating to The Club, save those specified in or involving an amendment to the Constitution.
- i. The Committee has the right to refuse an application for membership. Notice of refusal must be sent to the applicant giving the reason and appeal procedure within 14 days of the decision to refuse.
- j. The Committee shall have the power to appoint Sub-Committees to carry out specific activities, composed of Committee members and/or other members of The Club with suitable qualifications. For liaison purposes a representative of said Sub-Committee shall be invited to attend any relevant meetings of the main Committee but, unless they are also a member of that Committee, they shall not have voting rights.
- k. The Committee may employ or appoint professional advisers and/or contractors at its discretion as necessary to fulfil its business.

**7. ELECTION OF OFFICERS AND COMMITTEE**

- a. The election of Officers will take place at the AGM. The Officers and Committee Members shall hold office for one calendar year, being elected annually at the AGM. Retiring Officers and Committee Members may stand for re-election and should indicate their willingness to stand in writing at least 28 days prior to the AGM.
- b. Anyone wishing to be proposed as an Officer or Committee member of the Club should have been a member of the Club for not less than one calendar year. In addition, they must be proposed and seconded by fully paid up members in writing, along with the agreement of the person nominated to stand. Proposers and Seconders must also have been members of NCPG for one calendar year.
- c. All nominations, duly proposed and seconded, must be in writing and received by the Secretary at least 21 days prior to the AGM.
- d. In the event of unopposed nominations to the committee being received, those nominations received by the Secretary prior to the AGM shall be automatically elected. Should there be more than one candidate for any Officer position or more candidates than Ordinary Committee Member positions, election shall be by secret ballot of those eligible Members at the AGM.
- e. If the post of any Officer or ordinary committee member should not be filled at the AGM or fall vacant during the management year, the Committee shall have the power to co-opt qualifying Club member(s) on to the Committee to fill the vacancy until the succeeding AGM. The co-opted members must offer themselves for election at the following AGM.

- f. Nominations for the post of Chairperson shall be restricted to members who have served on the Committee for at least one calendar year.

## 8. GENERAL MEETINGS

- a. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b. An AGM shall be held not later than 31st January in each year for the following purposes: -
- i. To approve the minutes of the previous year's AGM.
  - ii. To receive and accept reports from the Chairperson and Club Captain.
  - iii. To receive a report from the Treasurer who shall present the independently verified annual statement of accounts for approval.
  - iv. To elect Officers **and** Committee Members.
  - v. To vote upon any nominations received for lifetime honorary positions, e.g. honorary President, honorary Vice-President, honorary Life Member.
  - vi. Agree the membership fees for the following year. (i.e. for the year following the end of this current year)
  - vii. Consider any proposed changes to the Constitution, which, if agreed, will take effect at the following AGM.
  - viii. To discuss and vote upon items previously submitted for the Agenda.
- c. The Secretary shall give not less than 30 days' notice of the date of the AGM to all members.
- d. Nominations for Committee, resolutions to amend the Constitution and items for the Agenda must be received by the Secretary, not less than 21 days prior to the AGM in order to be included on the Agenda. All nominations, resolutions and proposals shall require two signatures and shall only be accepted from persons eligible to vote at the AGM.
- e. The quorum for general meetings shall be 25% of the voting membership of the Club.
- f. All members of more than six months standing shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- g. The Chairperson may call a Special General Meeting (SGM), also known as an Extraordinary or Emergency General Meeting (EGM), when they consider it necessary or desirable, or upon the written request of at least 50% of members of the Committee.
- h. Members of The Club may also call a SGM. The application should be made in writing to the Secretary, signed by not less than 50% of eligible voting members.
- i. All Club members shall be given at least 14 days' notice of a SGM giving the date, time and venue.

## 9. VOTING PROCEDURES

- a. At an AGM, EGM or SGM each member of more than six months standing shall have one vote on each motion.
- b. A motion shall be carried by a simple majority show of hands, other than when a secret ballot is called for, of those present and voting. When the motion is a Constitutional amendment, a two-thirds majority shall be required.
- c. In the event of a tie, the Chairperson, at their discretion shall have a casting vote in addition to a deliberative vote.

## 10. FINANCE

- a. All monies raised by or on behalf of The Club shall be used for the Club's stated Objectives and for no other purpose.
- b. The Club Treasurer is responsible for the finances of The Club.
- c. The financial year of The Club ends on 31st December of each year.
- d. Proper accounts shall be kept of all sums of money received and paid out of the Club.
- e. A statement of annual accounts, which has been independently verified by two ordinary members of the club, shall be presented by the Treasurer at the AGM.

- f. The funds of the Club shall be lodged at a bank or building society in accounts in the name of The Club. All cheques, drafts etc., drawn on these accounts shall be authorised in compliance with the terms and conditions of those accounts.
- g. All reasonable agreed expenses incurred by any member of the Committee or any other member of the Club authorised by the Chairperson or Treasurer, shall be reimbursed from Club funds.
- h. In matters of finance, the Committee will act in accordance with the Constitution, with integrity, honesty and in good faith.

## **11. AMENDMENTS TO THE CONSTITUTION**

- a. Amendments to the Constitution can only be proposed and voted upon at an AGM or an Extraordinary General Meeting.
- b. Additions to, or alterations of, the Constitution shall be submitted to the Secretary not less than 21 days before the date of the AGM or EGM. No resolution involving an amendment to the Constitution may be proposed or amended from the floor of a meeting.
- c. In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.
- d. Any alteration to the Constitution shall require a two-thirds majority of members present and voting.
- e. Time limitation: No proposal to amend the Constitution which has been defeated shall again be proposed or included on the AGM Agenda or EGM Agenda, until a period of two calendar years has elapsed.
- f. In the event of any question or matter arising, which is not provided for in the Constitution, the Committee, whose decision shall be final, shall deal with such question or matter in accordance with EPA guidelines.

## **12. DISCIPLINE & APPEALS**

- a. Each member of the Club is responsible and accountable for their own conduct in connection with the sport of pétanque and the Club. They must conduct themselves at all times in accordance with the highest standards of disciplined and sporting behaviour. Any conduct that falls below these standards, or that harms, or has the potential to harm, the Club in any way shall constitute a Disciplinary Offence under this code.
- b. The Committee shall have the power to take appropriate disciplinary action against any member, and shall have the authority to terminate the membership of any member guilty of conduct deemed by the Committee to be to the detriment of the Club.
- c. There shall be the right of appeal to an Appeal Sub Committee, led by the Club Chairperson and drawn from the Membership, set up to act on behalf of the Club Committee.  
The Chairperson shall act to guide and not have a vote on an Appeals Sub Committee.
- d. The appeal should normally be considered within 14 days of it being received by the Secretary and the final decision notified to the member in writing immediately following the Appeal Committee's decision.

## **13. DISSOLUTION or WINDING UP**

- a. The Club may be wound up on a resolution of the membership, passed by a two-thirds majority at a meeting especially convened for that purpose upon the request of 50% of members of the Club. Such a notification to the Committee shall be in writing to the Secretary and contain all the members' signatures making the request. At least 30 days' notice of the meeting shall have been sent by the Secretary to all members of the Club.
- b. If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club, such institution or institutions to be determined by members at or before the time of dissolution and insofar as effect cannot be given to such provisions then to some charitable object.

**14. DECLARATION**

The membership of Nottingham City Pétanque Club hereby adopt and accept this Constitution as a current operating guide regulating the actions of members.

Signed ..... Chairperson .....

Signed ..... Secretary .....

Dated: - 28/01/2016